APPENDIX E-035 P

EXCEPTION REQUISITIONS FOR SPECIAL MEASUREMENT CLOTHING, FLAGS, GUIDONS,
AND STREAMERS

1. PURPOSE

   a. This procedure is applicable to chapter 4 and describes the method
of processing preestablished exception requisitions received by off-
line media for Special Measurement Clothing, Flags, Guidons, and
Streamers which are manufactured by the *DSCP* Factory. Requisitions are
prepared IAW the provisions of DLAR 4235.18, Special Measurement
Clothing and Footwear, Orthopedic Footwear, Guidons, Streamers, and
Flags.

   b. Requisitions received off-line for Special Measurement Clothing,
Flags, Guidons, and Streamers which will not be manufactured by the *DSCP*
Factory will be forwarded to *DSCP* (C&T) Stock Control Branch,
Requisition Processing Section, for processing IAW appendix E-515 P.

2. APPENDICES USED IN THIS PROCESS

   a. Appendix A-1, Document Identifier Codes.

   b. Appendix A-12, Advice and Status Codes.

   c. Appendix A-86, Manager Forced/Directed Action Codes.

   d. Appendix A-91, Exception Information Codes.

   e. Appendix B-4, Requisition Exception Data Transaction.

   f. Appendix B-237, Part Number Technical Exception Data *Document*.

   g. Appendix C-11, Single Line Item Release/Receipt Document.

3. RESPONSIBLE ORGANIZATIONAL ELEMENT

   Directorate of Manufacturing, *DSCP*.

4. PROCEDURES/INSTRUCTION

   a. General:

     (1) Requisitions for *DSCP* Factory items are normally received by
mail and, in addition to the DD Form 1348 and/or 1348m (DoD Single Line
Item Requisition System Document), supplemental documents such as
measurement blanks, sketches, drawings, etc., may be received.

    (2) **DSCP**-MC personnel will convert the DD Form 1348 or 1348m requisition data to computer processable input by completion of part A, DLA Form 934. Part B, DLA Form 934 (DIC YRZ), must also be completed and will be used to record the Factory Control Number, Special Customer Name, and the Ship-To Address.

(3) Because some of the required input data elements will occupy positions or fields usually reserved for other data (when the DLA Form 934 is used for normal exception requisition data input), special attention to placement and content of the required data is essential.

b. Specific Instructions For Completion of the DLA Form 934:

(1) Part A - Requisition Document.

(a) Overpunches - Enter an X in pos. 1 and a Q in pos. 3.

(b) Data Line:

1. Positions 1-3 (DIC) - Enter either A_E or A_5, as applicable.

2. Positions 4-6 (RIC) - Enter S9T.

3. Position 7 (M&S) - Perpetuate the Media and Status Code from the customer requisition. Field may be left blank. However, if blank, the system will assign M&S Code 0 (refer to appendix A-3).

4. Positions 8-22 (NSN or IDENTIFICATION DATA) - Enter either a 13 pos. NSN (numeric) or other identification (15 pos. maximum, alpha/numeric/spaces accepted). Field must not be all blank. Commence entry in pos. 8, leaving unused positions blank.

5. Positions 23-61 - Data entered in these positions will be perpetuated from the customer requisition. Positions 25-28 will contain an overpunch indicator (X), as applicable, to indicate the Communication Media. Refer to appendix B-4 for additional guidance in data required for pos. 23-61.

6. Positions 62-64 (RDD) - Must enter a three position Julian day and must represent the Estimated Shipment Date/Required Delivery Date (ESD/RDD) IAW guidance provided by DLAR 4235.18. Must be within range 001-366.

7. Positions 65-66 (ADV/STAT) - Perpetuate the Advice/Status Code from the customer requisition (refer to appendix A-12).

8. Positions 67-72 (UNIT PRICE) - Must enter, must be numeric, and not all 0. Positions to the left of the first significant digit will be zero filled. For example, a Unit Price of $11.50 will be entered 001150.

9. Position 73 (EIC) - Must enter. Enter Exception Information Code 7 if requisition is for Special Measurement Clothing; enter an 8 if requisition is for a Flag, Guidon, or Streamer (refer to appendix A-91).

10. Positions 74-76 - Leave blank.

11. Position 77 (MFDAC) - Enter Manager Forced/Directed Action Code 8 (refer to appendix A-86).

12. Positions 78-80 - Leave blank.

(2) <u>Part B – Requisition Exception Data, DIC YRZ</u>.

    (a) Line 1 (Line Counter 01):

       <u>1</u>. Positions 6-19 (Document Number) - Enter the same data as placed in pos. 30-43 of part A.

       <u>2</u>. Position 20 - Enter a T. Field position represents the Commodity Manager Code (CMC) indicator for **DSCP**-C&T.

       <u>3</u>. Positions 21-26 - Enter the Factory Control Number. Left-justify the entry. Leave unused positions blank.

       <u>4</u>. Positions 27-59 - Enter the Special Customer Name. May be blank.

       <u>5</u>. 60-79 - Leave blank.

       <u>6</u>. Position 80 (End of Data Indicator) - If no Ship-To Address is to be entered in subsequent lines, enter an asterisk (*) in this position; otherwise, leave blank.

    (b) Lines 2, 3, 4, and 5 (Line Counters 02, 03, 04, and 05).

       <u>1</u>. Positions 27-67 of these lines will be used to apply the customers Ship-To Address. Each line of the address will be entered, in sequence, starting with Line Counter 02. A maximum of 4 lines of Ship-To Address are permitted. See subparagraph 4b(2)(f) below for limitations to exception Ship-To Addresses.

       <u>2</u>. Position 20, each line - Enter a T.

       <u>3</u>. Positions 21-26, each line - Leave blank.

       <u>4</u>. Positions 27-67, each line - Enter the Ship-To Address, line by line. Left-justify the entries. Leave unused positions blank.

       <u>5</u>. Positions 68-79, each line - Leave blank.

       <u>6</u>. Position 80 (End of Data Indicator) - Enter an asterisk (*) in last line of Ship-To Address.

    (c) A typical Ship-To Address might appear as follows:

       BASE SUP ACCT
       825 CMBT SPT GROUP
       LITTLE ROCK AFB
       JACKSONVILLE, ARK 72076

    (d) The Ship-To Address may be omitted from the DLA Form 934 if the Activity Address Code is pos. 30-35 of part A is a valid DoDAAD entry and is the location to which the material is to shipped. Otherwise, originator will record the desired Ship-To Address.

(e) The repetitive use of the same exception Ship-To Address is resource intensive and uneconomical. A separate DoDAAC assignment for this type of Ship-To Address should be made or the Type of Address Code (TAC) 2 address of the involved activity should be changed and the resulting DoDAAC(s) used on applicable requisitions. Activities having multiple locations should assign a separate DoDAAC to each receiving location. The requisitioner will need to work with its respective Service focal point for DoDAAC and/or TAC assignments.

(f) Authorized conditions for use of exception Ship-To Addresses are listed below. Requisitions containing exception Ship-To Addresses other than those listed will be rejected with Status Code D6.

<u>1</u>. Sales/Donations/Loans/Issues of materiel to qualifying Federal, State, or Civil Organizations or individuals approved by the Service Secretaries.

<u>2</u>. Issues of nuclear assets as directed by the Defense Nuclear Agency (DNA) to Department of Energy (DOE) contractors.

<u>3</u>. Issue of materiel in Condition Code L to contractors.

<u>4</u>. Issues required by a national emergency or natural disaster.

<u>5</u>. Shipments of ammunition requiring special controls.

<u>6</u>. Shipments to contractors for special testing.

(g) Exception data will normally be limited to the conditions listed below. Requisitions containing exception data other than those listed will be rejected with Status Code D6.

<u>1</u>. Non-NSN requirements which exceed the stock or part number field and/or require additional information.

<u>2</u>. Non-NSN products and commodities identified and ordered by description only.

<u>3</u>. Authorization/identification for items when such requirement are imposed by the ICP or the parent Service of the requisitioning activity.

<u>4</u>. NSN requirements for additional identifying information such as requisitions initially rejected with Status Code CG or CJ.

<u>5</u>. Requisitions for the Navys LEVEL I/SUBSAFE program and Nuclear Reactor Plant materiels.

<u>6</u>. NSN items for chemicals for boiler water and feed water analysis.

<u>7</u>. Requisitions which require the citation of appropriation accounting data.

<u>8</u>. Requisitions used to establish a registered user with the ICP in a PICA/SICA situation.

<u>9</u>. Requisitions for Marine Corps Prepositioned War Reserve or Marine Corps Prepositioning Ships Program.

5. ADDITIONAL PROCESSES

   a. Input of the DLA Form 934 will cause the requisition data (part A) to be established in the ARCSF and Due-In Files. Additionally, a Recommended Buy (RB) will be prepared and passed to the Procurement Subsystem. Part B (DIC YRZ) data will be suspended in the Exception Data Master File. Subsequent system actions will, using the requisition data and the DIC YRZ data, output a computer printed DD Form 1348-1 document. (**Refer to appendix C-11**.)

   b. Violations peculiar to requisitions outlined in this appendix will be output on ORC 87 and returned IAW the procedures/instructions contained in appendices E-035 V and/or F-255. Other requisition type violations or violations not covered in appendices cited above will be returned IAW the procedures outlined in appendix E-004 V.

6. DISPOSITION OF FORMS

   Completed DLA Forms 934 will be forwarded to the Data Entry facility and, after entry into the computer processes, returned to the originator for retention IAW locally established policy.

7. FLOWCHART

   Flowchart not required.